

**Board of County Commissioners
Leon County, Florida**

Policy No. 06 - 5

Title: Private Paved Road Preventative Maintenance and Repair Program

Date Adopted: December 12, 2006

Effective Date: January 1, 2007

Reference: Sec. 16-3, Code of Laws

Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Leon County shall provide repairs to paved roads and related infrastructure (shoulders, drainage conveyances and other infrastructure supporting paved roads) to private paved roads within the unincorporated areas of Leon County. The primary objective of this policy is to ensure safe ingress and egress to private roads for homeowners, U.S. Postal Service and emergency services personnel. Such services shall not be construed as competition with private enterprise, but rather a service that serves the public good with the narrow focus of ensuring safe “all weather access” to residential dwellings.

Incorporated herein are the Procedures for the “Private Paved Road Preventative Maintenance and Repair Program.”

Procedures for Participation in the Private Paved Road Preventative Maintenance and Repair Program

1. Requests/applications forms for participation in Leon County’s Private Paved Road Preventative Maintenance and Repair Program, shall be obtained and submitted to the Leon County Division of Operations, 2280 Miccosukee Road, Tallahassee, Florida 32308.
2. All requests/applications for repair services shall include the following: 1) the name, address and telephone number of the party/parties making the request. 2) the name of the road of which the repairs are being requested. 3) a detailed description of the requested repairs to include a list of materials. 4) a map of the exact location within the road section on which the repairs are being requested.
3. Upon receipt of the repair request/application, a staff member will perform a review of the request to determine if the requested repairs meet all applicable program criteria. The requesting party/parties shall be notified within two (2) working days as to the findings of the application review.

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4. Repair activities allowed under this policy would typically be only those activities covered within the Division of Operations General Maintenance Permit, and described as follows:
 - a. Pothole Repair
 - b. Curb and gutter repair and replacement
 - c. Inlet top repair
 - d. Ditch bottom inlet structural repair or replacement
 - e. Storm sewer repair
 - f. Cross-drain repair or replacement
 - g. Roadside ditch maintenance
 - f. Drainage outfall to stormwater treatment facility repair
 - h. Drainage flume repair or replacement

Other repairs as would be in compliance with the Objectives of this policy and within the other limitations established herein may be considered.
5. All fees associated with repair requests shall be entirely the responsibility of the requesting party/parties and shall be paid in full prior to work commencing. Leon County will in no manner assume a roll in mediating or negotiating between parties relevant to their participation in the Private Paved Road Preventative Maintenance and Repair Program or the associated fees. All checks for payment of fees shall be made payable to the Leon County Board of County Commissioners.
6. The fees for approved activities within the Private Paved Road Preventative Maintenance and Repair Program shall be based upon the following criteria:
 - a). all activities and materials fees shall be based upon Leon County's current fee rates at the time the services are performed or current market prices for materials not scheduled.
 - b). fees will reflect only Leon County's actual cost of doing business with no profit margins included.
7. Approval of repair requests shall be limited in scope of work that have a cost not exceeding \$7,500. Repair projects shall be limited to one per neighborhood per fiscal year (October 1 through September 30). Requests for periodic or regular services or acceptance of fees therefore, shall not be accepted.
8. When deemed appropriate, Continuing Supply Contracts (in-place asphalt pavement, engineering, etc.) may be utilized on any project.
9. Approval and scheduling of all requests shall be contingent upon the availability of County resources with County maintained roads taking priority over private road repair requests.

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10. Upon completion of the private paved road repairs, the requesting party/parties shall be solely responsible for all future maintenance responsibilities of the road. As such, Leon County shall in no manner assume any responsibility for future maintenance.